

PROPOSED WORKSHOPS

Number 1

Requests for Exception to Regulations and Other Senior Approvals

Do our present procedures and regulations result in too many staff studies, requests for exception and other senior approvals?

Is some delegation feasible without loss of proper control? If so, how far? Senior staffs? Division level?

What of "little" claims and requests? Is delegation by dollar amount the answer?

How can we improve the documents submitted to senior officials for their consideration? What are the techniques of good presentation? What do senior officials need and want in documents submitted to them?

What authorities should not be delegated? Where does uniform policy and equitable treatment require centralized control? Policies regarding local contract employees? Travel policies?

Number 2

Housing and the New Regulation

What changes are needed to make the new policies even more workable? Are delegations of authority warranted and, if so, how far?

Do we need more precise guidelines for exceptions? Should we be more liberal with personnel at hardship posts? What of junior personnel?

To what extent should we get involved with the provision of furniture and furnishings?

Number 3

Liaison With and Support From Other Government Agencies

What is the role of the Support Officer in liaison with other Government Agencies from which we receive support?

S-E-C-R-E-T

~~SECRET~~

Are present procedures working satisfactorily? On the working level? On the policy level?

To insure some uniformity, should support liaison be controlled by one office, especially where policy matters are involved? If so, at what level?

What responsibilities has the Support Officer for improving our rapport with Agencies on which we are dependent for support? What mistakes have been made in the past?

25X1C

Number 4

Administrative Workload at Field Stations

What is the nature of the administrative workload at the Field Station?

Who or what generates this workload? Does it arise from reporting requirements of the support offices, or is it an inescapable result of the normal operations of an overseas installation?

Where can the workload substantially be reduced? What of our current financial procedures?

What further action can be taken to reduce the workload arising from support of Staff Agents, while at the same time making this support more timely and effective?

Are the regional support facilities an answer to reducing the administrative workload at smaller stations? Can [REDACTED] concept be broadened to cover other areas of administration and support?

Number 5

The Support Career Service

What steps can be taken to improve opportunities for the development of young officers interested in the administrative field? Can we develop a service that will no longer be reliant upon specialists who desire to get into more general work at some mid-point of their career? What is the role of the JOT Program in this regard? What can be done to solve the problem of Headquarters assignments for junior generalists?

~~SECRET~~

25X1A

S-E-C-R-E-T

Is there a need for the support service to take more initiative in filling Field and Headquarters positions which fall in the grey area between administration and operations?

S-E-C-R-E-T